

JB Pritzker
Governor



Hello,

I would like to share with you the benefits of setting up an Illinois Work Opportunity Tax Credit (WOTC) program account. The fast and easy way to process SNAP/TANF/LTUR applications.

With an Employer/Employer rep account, you can:

- perform batch uploads i.e. you can upload multiple employee records all at once from a single file.
- access reports related to the employee records uploaded by your account.
- view application status of multiple employee records all at once that are uploaded from your account.
- download reports for your record.
- download certificates in bulk for processed applications uploaded from your account.

Once your Employer/Employer rep account has been created, we will send you detailed instructions along with the format of the bulk file that is needed to upload multiple applications and a sample file that you can refer to create your own file for upload.

To get an account you need to send an email to ilwotc@adeptia.com with the following information included:

- FEIN
- First and Last Name of Contact Person
- Full name and full address of POA
- Email address to which the upload information will be sent. (All the account related activities and bulk upload instructions will be sent to this email.)
- Phone number

Feel free to contact the Illinois Work Opportunity Tax Credit program division with any concerns.

Have a great day,

Cynthia E. Jones & the WOTC Team
Cynthia.E.Jones@illinois.gov

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